



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 371.6

Job Title: **CENTRAL PAYROLL MANAGER**

Pay Grade: 27

GENERAL SUMMARY:

Develops, manages and coordinates general operations of Central payroll/accounting systems.

RESPONSIBILITIES:

- Assists in the development, design and implementation of special projects and systems.
- Conducts testing of systems and evaluates results to enhance functionality.
- Maintains current knowledge of programming aspects of systems.
- Trains and develops staff on operating procedures and policies.
- Defines system requirements by interpreting legislation, ordinances and other directives.
- Identifies, develops, implements and directs administrative system procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Public Administration, Business Administration, Computer Science or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

EXPERIENCE:

Four years of accounting/payroll-related experience is required, preferably within the City environment.

A Master's degree in Public Administration, Business Administration, Computer Science or a closely related field may be substituted for two years of experience.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Central Payroll Clerk
Senior Central Payroll Clerk
Central Payroll Supervisor
Central Payroll Manager

Effective: October 1990

Revised: April 1992